

# INPCMS

## Statewide E-Filing Manager

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This manual should be used for filing subsequent documents electronically to the Statwide E-filing Manager (EFM) through the INPCMS system.

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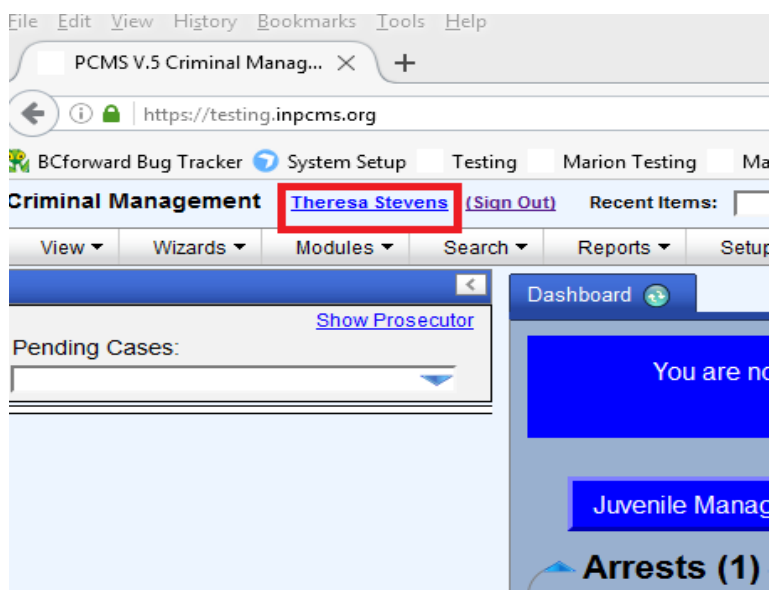
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## E-Contacts

Before getting started with the Statewide E-filing everyone in your office, it is recommended that you have your IT department create at least one generic e-service email account (more if you prefer) for notifications, with multiple people linked to that email account. The reason for this is because if a defense attorney files something and selects the generic e-service account, then more than one person will have access to it and it won't get ignored if someone is on vacation or out of the office. Once you receive the email address for that generic account(s), email them to [inpcms@bcforward.com](mailto:inpcms@bcforward.com) and we will add them to the public list for you.

If you prefer that notifications come to an individual person, each person who wants to receive notification other than through a generic e-service account will need to have their email address added to their INPCMS user account. It is also important that the Prosecutor and Deputies have their Supreme Court I.D. added to their user account as well.

To update your user account, click on your name in the left corner of INPCMS.



The user account screen opens.

Dashboard User: tas

Change Password

**User Information**

Attorney ID:  Expiration Date:  Notary Residence:

First:  Middle:  Last Name:  Suffix:

Address1:  City:  State:  Zip:

**Contact Information**

Home Phone:  Work Phone:  Cell Phone:  Email:

**User Settings**

Arrest List Order Stop Grant Advocate

Name ☐ Paid ☒

Date ☒ Not Paid ☐

Print  Cancel  Save

Enter your email address (and attorney I.D. if you are the Prosecutor or Deputy) and click “Save”. Each user would have to login and do their own account.

If you would prefer that we add the information for you, email us a list of users and their emails address and/or Supreme Court I.D. and we will set those up for you prior to starting the Statewide E-filing.

## Adding an E-Contact to a Case

In order to receive e-service you must have at least one “E-Contact” added to each case. To add an E-contact to a case click on the “Subsequent E-filing” button and choose “E-Service Contacts”.

**Criminal Management** Ryan Cage (Sign Out) Recent Items:  [Clear Recent Items](#)

View Wizards Modules Search Reports Setup Help Close Tabs

Dashboard 29C01-1603-F6-000123

Open Cases:

[Show Prosecutor](#)

29C01-1603-F6-000123 [Expand Tree](#)

- Case Notes
- Offender
  - John Doe
  - Offender Notes
  - SMTs
- Case Counts
  - Count 1 - Battery with Moderate Bodily In
- Pros Witnesses
- Witnesses
- Witness Notes
- Dates
  - Date Notes
  - Built Documents
  - File Stamped Documents
  - Case Information
  - Related Co-defendant Cases
  - Attached Documents and Files

**29C01-1603-F6-000123 - Open Cas** Last Updated: 03/07/2016 By: prslnk

Case Status: \* OPEN

Cause Number: \* 29C01-1603-F6-000123 Filed Date: 03/01/2016

Charging Pros.:  Advocate:  Warrant requested: ☐ Warrant Reissued: ☐

Assigned Pros.:  Special Prosecutor: ☐ Hold:

Agency: \* [IN0290000] Hamilton County Sheriff's Department Attorney:

OACN:  Attorney Type:

TCN:  Court Division:

FTA: ☐ State Police Lab: ☐ Firearm: ☐ ACE:

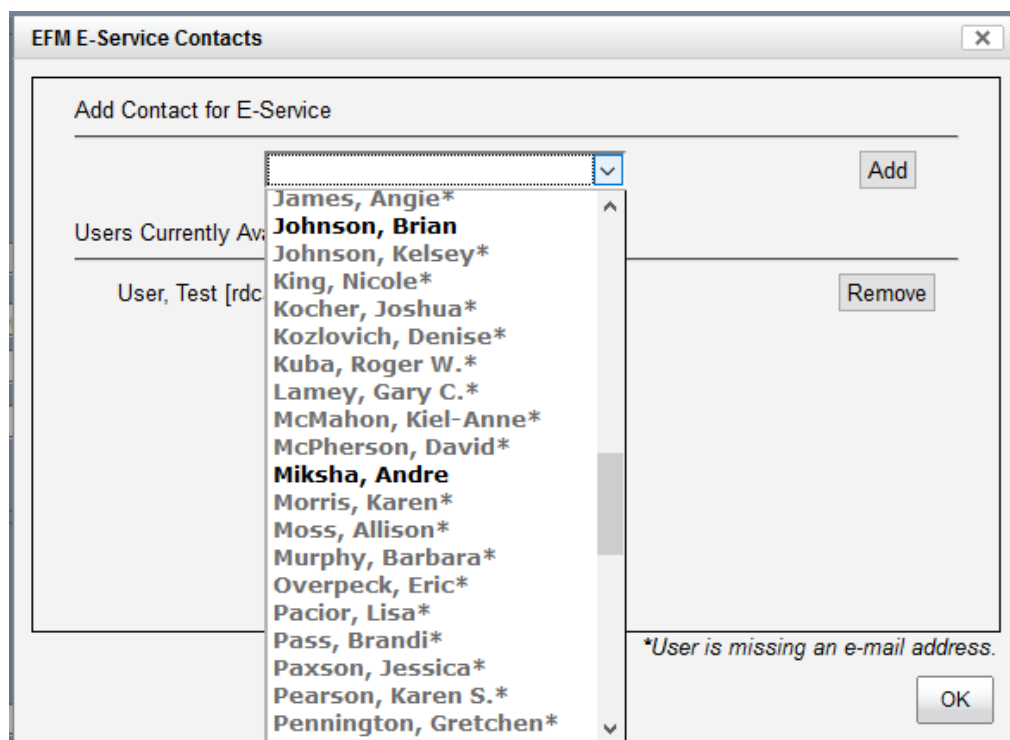
Subsequent E-filing

- Send Subsequent Filing
- Cancel Subsequent Filing
- View Subsequent Filings
- E-Service Contacts**
- Upload File Stamped Document

A window will show that INPCMS is contacting the EFM for a list of the contacts.



The “EFM E-Service Contacts” window will open. Click on the drop down arrow to view a list of EFM contacts or enter the person’s name (last name, first name) in the field. Contacts that are available to be added to a case are shown in “black”. **An asterisk (\*) beside a contact name means that person does not have an email address assigned in the EFM and therefore cannot be chosen as an E-Service contact.**



Select a name from the drop down list and click “Add”. The user is now available for e-service on the case. If you added a user by mistake, click the “Remove” button to the right of their name and email address. When you are finished in that screen, click the “OK” button to close it.

## Subsequent E-filings

When e-filing a subsequent document there are a few things to remember:

- *Each filing must have a Filing Code, Document, and Related Party selected. The related party indicates the party filing the pleading. The related party shows in the case management system as the "filed by" party. Exhibits should be filed as attachments to the original filing code. Creates an eFiling “Envelope” to efile with the Courts. [Taken from Indiana Courts website]*
- *Each filing must contain one lead document. If the lead document is too large, the document can be filed in sections using the attachment option Document size should be limited to 25MB. An envelope cannot be larger than 35MB. [Taken from Indiana Courts website]*
- Separate Pleadings - Motions and Orders must be separately generated documents in INPCMS. The Order CANNOT be a subsequent page within a document.
- Document Names – In the “Pleading” field, the name should be the name of your document or something very close to it.
- E-filed Document Signature – Since an E-filed document must be signed, it can be done one of 2 ways; (1) print the document, sign it, scan it back to your PC and attach it to your case or (2) use the /s/ and enter the name of the Prosecutor who would have manually signed the document (i.e. /s/ John Doe)
- Almost all documents will be marked as “Public”.
- Exhibits that go with a Motion are “supporting documents”.
- eService provided through the EFM to other individuals (i.e. Attorney for Defendant, Defendant, etc) is in lieu of serving paper upon them.

## Process for Subsequent E-filings (without attachments)

Find the case for which you want to e-file a subsequent document to the Court. On the “Case Master File Screen” click on the “Subsequent E-Filing” button and select “Send Subsequent Filing”.

Dashboard 29D05-1508-CM-006817 X

Processes Documents Reports Subsequent E-filing

**29D05-1508-CM-006817 - Open Case** Last Updated: 08/06/2015 By: klp

Case Status:\* OPEN

Cause Number:\* 29D05-1508-CM-006817

Filed Date: 08/04/2015

Charging Pros.: Bozoian, Michael D.

Advocate:

Special Prosecutor:

Agency:\* [IN0290400] Westfield Police Department

Warrant Requested:

Warrant Reissued:

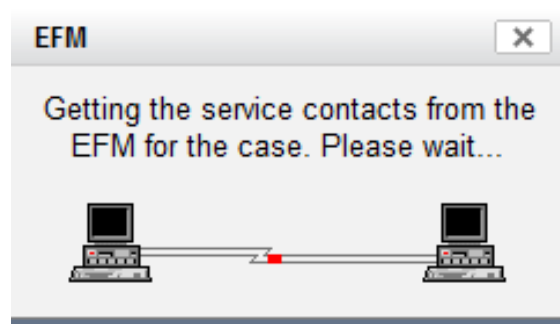
Assigned Pros.: Baldwin, James R.

Hold:

Subsequent E-filing menu:

- Send Subsequent Filing
- Cancel Subsequent Filing
- View Subsequent Filings
- E-Service Contacts
- Upload File Stamped Document

The computer shows that it is contacting the EFM:



The "E-File Subsequent Documents" screen opens.

**E-File Subsequent Documents**

Please select a document to file: (Attached Documents must be in PDF format.)

**Built Documents:**

Add Filing

**Filings to Submit**

**Filing Options**

Please select a Prosecutor the documents will be filed under:

☒ James Baldwin

☐ Michael Bozoian

Please select the individuals you would like to receive e-mail notification from the EFM (if any):

☐ James Baldwin \*\*\*

☐ Michael Bozoian \*\*\*

\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

E-File Subsequent Documents Cancel

From the drop down list select the document to be e-filed.

**E-File Subsequent Documents**

Please select a document to file: (Attached Documents must be in PDF format.)

**Built Documents:**

Appearance - 2016-03-15 09:09AM

Witless List - 2016-02-09 03:10PM

Motion - Transfer (Excessive Trial Length) Blah Blah Blah Blah - 2016-02-03 04:11PM

eSubpoena (do not use until trained) - 2015-12-21 09:06AM

MF - Motion - Correct Error - 2015-12-07 10:31AM

Discovery New - 2015-08-10 03:34PM

a Screening Email - Charges Filed - 2015-08-05 11:37AM

Information - 2015-08-03 02:10PM

Non-Random Filing Notice - 2015-08-03 02:09PM

Scanned Documents:

Test Motion - 11/03/2015 12:00AM

Please select the individuals you would like to receive e-mail notification from the EFM (if any):

☐ James Baldwin \*\*\*

☐ Michael Bozoian \*\*\*

\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

E-File Subsequent Documents Cancel

Click the "Add Filing" button to open the next section.



## “ Filings to Submit”

Fields appear under the “Filings to Submit” section.

The screenshot shows the 'E-File Subsequent Documents' window. At the top, it says 'Please select a document to file: (Attached Documents must be in PDF format.)' with a dropdown menu showing 'Appearance - 2016-03-15 09:09AM' and an 'Add Filing' button. Below this is the 'Filings to Submit' section, which contains a form with the following fields: 'Name' (containing 'State's Appearance Form'), 'Filing Type' (a dropdown menu), 'Document Restrictions' (a dropdown menu showing 'Public document'), and 'Comments' (a text area). To the right of the 'Filing Type' and 'Document Restrictions' fields are buttons for 'Remove Filing' and 'Add Supporting Doc.'. Below the form is the 'Filing Options' section, which contains three lines of small text: '\*Document still being scanned for viruses. Check again in a few minutes.', '\*\*The Prosecutor's profile is missing their attorney number.', and '\*\*\*The profile is missing an e-mail address.'. At the bottom right are two buttons: 'E-File Subsequent Documents' and 'Cancel'.

The “Name” field shows the name of your document the way it is stored in INPCMS. Make sure that the document name is “court appropriate”. For instance, in the field above it shows “State’s Appearance Form”. That is more “court appropriate” than “AF – State”.

The next field is “Filing Type”.

This screenshot shows the same 'E-File Subsequent Documents' window, but with the 'Filing Type' dropdown menu open. The dropdown menu lists the following options: 'Agreement of Parties', 'Amended Pleading', 'Answer', 'Appearance', 'Complaint/Equivalent Pleading', 'Indictment', 'Motion', 'Notice of Exclusion of Confidential Information', 'Petition', 'Probable Cause Affidavit', 'Proposed Notice', 'Proposed Order Filed', 'Request for Search Warrant', 'Request to Waive Jury', 'Subpoena/Summons Filed', and 'Traffic Citation'. The 'Appearance' option is currently selected. The rest of the window, including the 'Name' field (containing 'Subpoena'), the 'Document Restrictions' dropdown, and the 'Filing Options' section, remains the same as in the previous screenshot.

Listed below is a “guide” to each of the options.

- **Agreement by Parties** – *Pretrial Diversion Agreement, Infraction Deferral Agreement, Plea Agreements*
- **Amended Pleading** – *Amended Information, Amended Probable Cause Affidavit, etc.*
- **Appearance** – *Not used for the initial filing of the Appearance at this time. This would be used for filing an “Amended” appearance when a TCN or SID number comes through on the offender sometime after the initial filing.*
- **Complaint/Equivalent Pleading** – *[Not used at this time. Future use when initial filings begin]*
- **Indictment** - *[For future use, in grand jury cases]*
- **Motion** – *This would be used for the majority of your forms, includes motions and responsive pleadings.*
- **Notice of Exclusion of Confidential Information** – *Administrative Rule 9 forms (confidential documents). The AR 9 form would be the “lead” document. The “attachment” would be the confidential information document.*
- **Petition** – *Might be used for the following type of forms: Petition to Destroy Firearm, Petition to Revoke Bond, Petition for Parental Participation (juvenile case)*
- **Probable Cause Affidavit** - *[Not used at this time. Future use when initial filings begin]*
- **Proposed Notice** – *If you are filing a document, such as a summons or letters, that requires updating by the Clerk, the filer must select this option. The documents should be attached as lead documents. Do not attach proposed notice documents to other pleadings. [Taken from the Indiana Courts website]*
- **Proposed Order Filed** - *If you are filing a proposed order with a motion, the proposed order must be submitted using a separate filing code called “Proposed Order Filed.” The proposed order will be the lead document on that filing code. Do not attach a proposed order to other pleadings. [Taken from the Indiana Courts website]*
- **Request for Search Warrant** – *As the name states*
- **Request to Waive Jury** – *As the name states*
- **Subpoena/Summons Filed** – *As the name states*
- **Traffic Citation** – *As the name states. This currently would only be used in CSI counties.*

The next field is “Document Restrictions”. All documents will be a “Public Document” unless it is a document that would normally be filed on “green paper” pursuant to Administrative Rule 9. These documents would now be filed with the document restriction of “Confidential document under Admin. Rule 9”. You would still be required to file the “Notice of Exclusion of Confidential Information” form detailing the legal basis for the exclusion.

The “Filing Comments” field is used to alert the Clerk to certain additional information for use only by the Clerk. These comments are not seen by the Court. You might check with your Clerk to see what type of information he/she might want in this field.

## “Filing Options”

The screenshot shows a window titled "E-File Subsequent Documents" with a sub-header "Filing Options". The window contains three sections of options:

- Please select a Prosecutor the documents will be filed under:**
  - ☒ James Baldwin
  - ☐ Michael Bozoian
- Please select the individuals you would like to receive e-mail notification from the EFM (if any):**
  - ☐ James Baldwin \*\*\*
  - ☐ Michael Bozoian \*\*\*
  - ☐ Ryan Cage
  - ☐ Test User
- Please select the individuals from other firms you would like to send e-service to (if any):** Search EFM Public List
  - ☐ Gmail User [State of Indiana]

At the bottom right, there are two buttons: "E-File Subsequent Documents" and "Cancel".

\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

There are three sections here. In the first section you must choose a Prosecutor that the documents will be filed under. In most cases this would be the Assigned Prosecutor.

In the second section, select the individual(s) from the list that you want to receive email notifications from the Court or other firms for this case. **If the person's name is not there for which you want to receive e-service, they will need to be added before submitting the electronic e-filing. (See “Adding an E-Contact to a Case on page 3).**

Notice that in the above example there are two names listed with three asterisks beside their name (\*\*\*). Their profile in the EFM is missing an email address, therefore you cannot select them as a person to receive notification. They will need to update their user account in INPCMS or send us their email address and we can add it to their user profile.

The third section is for you to select individuals from other firms that you would like to notify by e-service. If the person's name is not listed you can click on the “Search EFM Public List” button.

**E-File Subsequent Documents**

**Filing Options**

Please select a Prosecutor the documents will be filed under:

☒ James Baldwin  
☐ Michael Bozoian

Please select the individuals you would like to receive e-mail notification from the EFM (if any):

☐ James Baldwin \*\*\*  
☐ Michael Bozoian \*\*\*  
☐ Ryan Cage  
☐ Test User

Please select the individuals from other firms you would like to send e-service to (if any):

☐ Gmail User [State of Indiana]

\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

The following screen appears where you can search for an attorney or other person related to the case.

**EFM Public List**

First Name:  borsch  
Firm Name:  E-mail:

Add	Name	Email	Firm
<input type="button" value="Add"/>	Lindsey Borschel	<a href="mailto:lindsey.borschel@courts.in.gov">lindsey.borschel@courts.in.gov</a>	Rath Law Office (Test Account)

Once you find the person and click “OK”, that person’s name will appear under the “Filing Options” list.

Click the “Add” button and a message will tell you that it’s been added to the subsequent filing list. The name will appear on the subsequent documents screen.

**E-File Subsequent Documents**

☒ James Baldwin  
☐ Michael Bozoian

Please select the individuals you would like to receive e-mail notification from the EFM (if any):

☐ James Baldwin \*\*\*  
☐ Michael Bozoian \*\*\*  
☐ Ryan Cage  
☐ Test User

Please select the individuals from other firms you would like to send e-service to (if any):

☐ Gmail User [State of Indiana]  
☐ Lindsey Borschel [Rath Law Office (Test Account)]

☐ Did you submit any proposed orders as a separate document?  
☐ Did you mark any document as confidential (i.e. "green sheet")? If so, did you also submit a Notice of Exclusion as a

\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

**E-File Subsequent Documents** Cancel

## “Filing Rules”

Before you can submit your documents you must select the following rules:

- *Did you submit any proposed orders as a separate document?*
- *Did you mark any document as confidential (i.e. “green sheet”)? If so, did you also submit a Notice of Exclusion as a separate filing per Administrative Rule 9?*

**Even if neither one of these apply to the documents you are submitting, they must still be selected.**

## Removing a Filing

A “filing” can be removed at any time prior to clicking the “E-File Subsequent Documents” button. To remove a filing, click on the “Remove Filing” button.

**E-File Subsequent Documents**

Please select a document to file: (Attached Documents must be in PDF format.)

Test Motion - 11/03/2015 12:00AM

Add Filing

**Filings to Submit**

Name: State's Appearance Form

Filing Type: [dropdown]

Document Restrictions: Public document

Comments: [text area]

Remove Filing

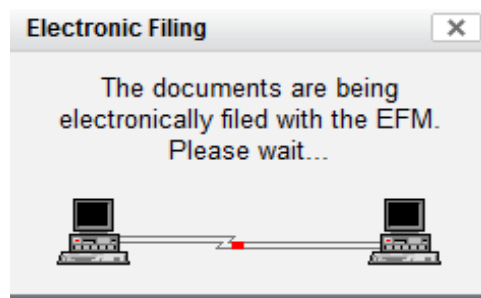
Add Supporting Doc.

**Filing Options**

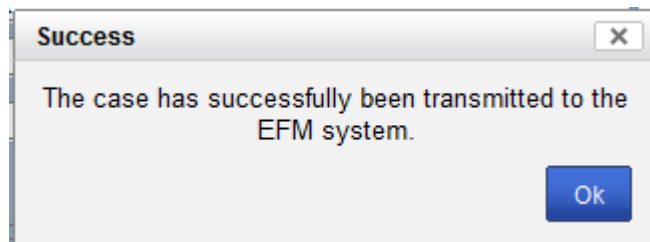
\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

E-File Subsequent Documents Cancel

Multiple filings can be uploaded in one e-file to the Court. If you have additional documents to e-file at this time, find your document in the drop down list and click “Add Filing” and start the process again for the new filing. Once finished adding all of your filings, o submit your document(s), by clicking on the blue “E-File Subsequent Documents” button. The following screen will appear:

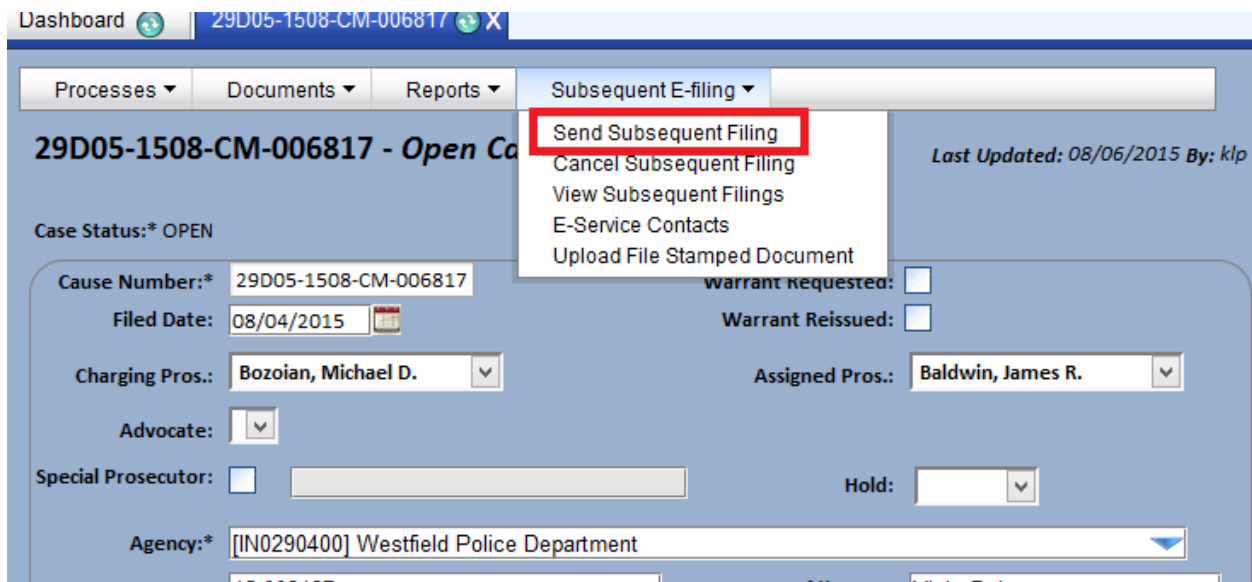


Once the documents have successfully been e-filed the following message will appear:

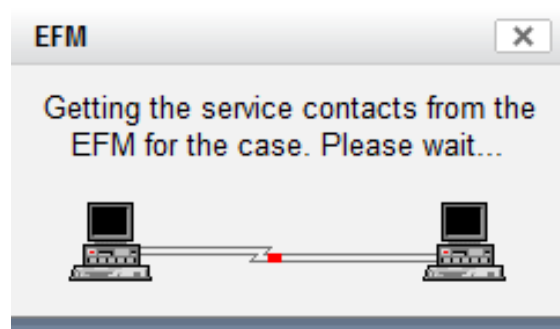


## Process for Subsequent E-filings (with attachment)

Find the case for which you want to e-file a subsequent document and attachment(s) to the Court. On the "Case Master File Screen" click on the "Subsequent E-Filing" button and select "Send Subsequent Filing".



The computer shows that it is contacting the EFM:



The “E-File Subsequent Documents” screen opens.

A screenshot of the "E-File Subsequent Documents" window. The window has a title bar with the text "E-File Subsequent Documents" and a close button. The main content area is divided into sections. The first section is titled "Please select a document to file: (Attached Documents must be in PDF format.)" and contains a dropdown menu labeled "Built Documents:" and an "Add Filing" button. The second section is titled "Filings to Submit" and is currently empty. The third section is titled "Filing Options" and contains two sub-sections. The first sub-section is titled "Please select a Prosecutor the documents will be filed under:" and has two radio button options: "James Baldwin" (selected) and "Michael Bozoian". The second sub-section is titled "Please select the individuals you would like to receive e-mail notification from the EFM (if any):" and has two checkbox options: "James Baldwin \*\*\*" and "Michael Bozoian \*\*\*". At the bottom right, there are two buttons: "E-File Subsequent Documents" and "Cancel". There are also three footnotes at the bottom right: "\*Document still being scanned for viruses. Check again in a few minutes.", "\*\*The Prosecutor's profile is missing their attorney number.", and "\*\*\*The profile is missing an e-mail address."

From the drop down list select the document to be e-filed.



Click the “Add Filing” button to open the next section.

To add an attachment, select a document from the drop down list under “Please select a document to file:...”.

Notice that these are listed under “Scanned Documents” in the drop down list instead of under the “Build Documents” section. Once you have selected your attachment, click on the “Add Supporting Doc.” Button.

The screenshot shows the 'E-File Subsequent Documents' window. At the top, there is a dropdown menu for selecting a document to file, currently showing 'Test Motion - 11/03/2015 12:00AM'. Below this is an 'Add Filing' button. The 'Filings to Submit' section contains a form with the following fields: 'Name' (State's Appearance Form), 'Filing Type' (dropdown), 'Document Restrictions' (Public document), and 'Comments'. To the right of the 'Filing Type' dropdown is a red box containing the 'Add Supporting Doc.' button. There are also 'Remove Filing' and 'Remove Doc.' buttons. At the bottom, there are 'E-File Subsequent Documents' and 'Cancel' buttons. A status bar at the bottom indicates: '\*Document still being scanned for viruses. Check again in a few minutes.', '\*\*The Prosecutor's profile is missing their attorney number.', and '\*\*\*The profile is missing an e-mail address.'

### “ Filings to Submit”

Fields appear under the “Filings to Submit” section.

This screenshot is similar to the one above but includes an additional field in the 'Comments' section: 'Test Motion'. The 'Add Supporting Doc.' button is still highlighted with a red box. The rest of the interface, including the document selection dropdown, 'Add Filing' button, and status bar, remains the same.

The “Name” field shows the name of your document the way it is stored in INPCMS. Make sure that the document name is “court appropriate”. For instance, in the field above it shows “State’s Appearance Form”. That is more “court appropriate” than “AF – State”.

The next field is “Filing Type”.

Listed below is a “guide” to each of the options.

- **Agreement by Parties** – *Pretrial Diversion Agreement, Infraction Deferral Agreement, Plea Agreements*
- **Amended Pleading** – *Amended Information, Amended Probable Cause Affidavit, etc.*
- **Appearance** – *Not used for the initial filing of the Appearance at this time. This would be used for filing an “Amended” appearance when a TCN or SID number comes through on the offender sometime after the initial filing.*
- **Complaint/Equivalent Pleading** – *[Not used at this time. Future use when initial filings begin]*
- **Indictment** - *[For future use, in grand jury cases]*
- **Motion** – *This would be used for the majority of your forms, includes motions and responsive pleadings.*
- **Notice of Exclusion of Confidential Information** – *Administrative Rule 9 forms (confidential documents). The AR 9 form would be the “lead” document. The “attachment” would be the confidential information document.*
- **Petition** – *Might be used for the following type of forms: Petition to Destroy Firearm, Petition to Revoke Bond, Petition for Parental Participation (juvenile case)*
- **Probable Cause Affidavit** - *[Not used at this time. Future use when initial filings begin]*

- **Proposed Notice** – *If you are filing a document, such as a summons or letters, that requires updating by the Clerk, the filer must select this option. The documents should be attached as lead documents. Do not attach proposed notice documents to other pleadings. [Taken from the Indiana Courts website]*
- **Proposed Order Filed** - *If you are filing a proposed order with a motion, the proposed order must be submitted using a separate filing code called "Proposed Order Filed." The proposed order will be the lead document on that filing code. Do not attach a proposed order to other pleadings. [Taken from the Indiana Courts website]*
- **Request for Search Warrant** – *As the name states*
- **Request to Waive Jury** – *As the name states*
- **Subpoena/Summons Filed** – *As the name states*
- **Traffic Citation** – *As the name states. This currently would only be used in CSI counties.*

The next field is “Document Restrictions”. All documents will be a “Public Document” unless it is a document that would normally be filed on “green paper” pursuant to Administrative Rule 9. These documents would now be filed with the document restriction of “Confidential document under Admin. Rule 9”. You would still be required to file the “Notice of Exclusion of Confidential Information” form detailing the legal basis for the exclusion.

The “Filing Comments” field is used to alert the Clerk to certain additional information for use only by the Clerk. These comments are not seen by the Court. You might check with your Clerk to see what type of information he/she might want in this field.

### “Filing Options”

The screenshot shows a web application window titled "E-File Subsequent Documents". Inside, there is a section titled "Filing Options".

**Filing Options**

Please select a Prosecutor the documents will be filed under:

- ☒ James Baldwin
- ☐ Michael Bozoian

Please select the individuals you would like to receive e-mail notification from the EFM (if any):

- ☐ James Baldwin \*\*\*
- ☐ Michael Bozoian \*\*\*
- ☐ Ryan Cage
- ☐ Test User

Please select the individuals from other firms you would like to send e-service to (if any):

☐ Gmail User [State of Indiana]

At the bottom right, there are two buttons: "E-File Subsequent Documents" and "Cancel".

Footnote text at the bottom of the window:

- \*Document still being scanned for viruses. Check again in a few minutes.
- \*\*The Prosecutor's profile is missing their attorney number.
- \*\*\*The profile is missing an e-mail address.

There are three sections here. In the first section you must choose a Prosecutor that the documents will be filed under. In most cases this would be the Assigned Prosecutor.

In the second section, select the individual(s) from the list that you want to receive email notifications from the Court or other firms for this case. **If the person's name is not there for which you want to receive e-service, they will need to be added before submitting the electronic e-filing. (See "Adding an E-Contact to a Case on page 3).**

Notice that in the above example there are two names listed with three asterisks beside their name (\*\*\*). Their profile in the EFM is missing an email address, therefore you cannot select them as a person to receive notification. They will need to update their user account in INPCMS or send us their email address and we can add it to their user profile.

The third section is for you to select individuals from other firms that you would like to notify by e-service. If the person's name is not listed you can click on the "Search EFM Public List" button.

The screenshot shows a window titled "E-File Subsequent Documents" with a "Filing Options" section. It contains three main sections for selection:

- Please select a Prosecutor the documents will be filed under:**
  - ☒ James Baldwin
  - ☐ Michael Bozoian
- Please select the individuals you would like to receive e-mail notification from the EFM (if any):**
  - ☐ James Baldwin \*\*\*
  - ☐ Michael Bozoian \*\*\*
  - ☐ Ryan Cage
  - ☐ Test User
- Please select the individuals from other firms you would like to send e-service to (if any):**
  - ☐ Gmail User [State of Indiana]

A red box highlights the "Search EFM Public List" button next to the third section. At the bottom right are "E-File Subsequent Documents" and "Cancel" buttons. Footer text at the bottom right reads: "\*Document still being scanned for viruses. Check again in a few minutes. \*\*The Prosecutor's profile is missing their attorney number. \*\*\*The profile is missing an e-mail address."

The following screen appears where you can search for an attorney or other person related to the case.

First Name	Firm Name	E-mail
		borsch

Search

Add	First Name	Firm Name	E-mail
	Lindsey Borschel	lindsey.borschel@courts.in.gov	Rath Law Office (Test Account)

OK

Once you find the person and click “OK”, that person’s name will appear under the “Filing Options” list.

Click the “Add” button and a message will tell you that it’s been added to the subsequent filing list. The name will appear on the subsequent documents screen.

James Baldwin  
Michael Bozoian

Please select the individuals you would like to receive e-mail notification from the EFM (if any):

☐ James Baldwin \*\*\*  
☐ Michael Bozoian \*\*\*  
☐ Ryan Cage  
☐ Test User

Please select the individuals from other firms you would like to send e-service to (if any): Search EFM Public List

☐ Gmail User [State of Indiana]  
☐ Lindsey Borschel [Rath Law Office (Test Account)]

☐ Did you submit any proposed orders as a separate document?  
☐ Did you mark any document as confidential (i.e. "green sheet")? If so, did you also submit a Notice of Exclusion as a

\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

E-File Subsequent Documents Cancel

## “Filing Rules”

Before you can submit your documents you must select the following rules:

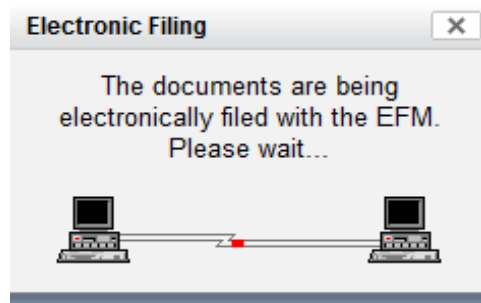
- *Did you submit any proposed orders as a separate document?*
- *Did you mark any document as confidential (i.e. “green sheet”)? If so, did you also submit a Notice of Exclusion as a separate filing per Administrative Rule 9?*

**Even if neither one of these apply to the documents you are submitting, they must still be selected.**

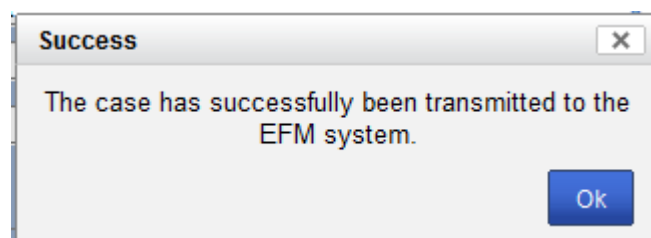
## Removing a Filing

A “filing” can be removed at any time prior to clicking the “E-File Subsequent Documents” button. To remove a filing, click on the “Remove Filing” button. To remove an “attachement”, click the “Remove Doc” button.

If you have additional documents to e-file at this time, find your document in the drop down list and click “Add Filing” and start the process again for the new filing. Once finished adding all of your filings, o submit your document(s), by clicking on the blue “E-File Subsequent Documents” button. The following screen will appear:

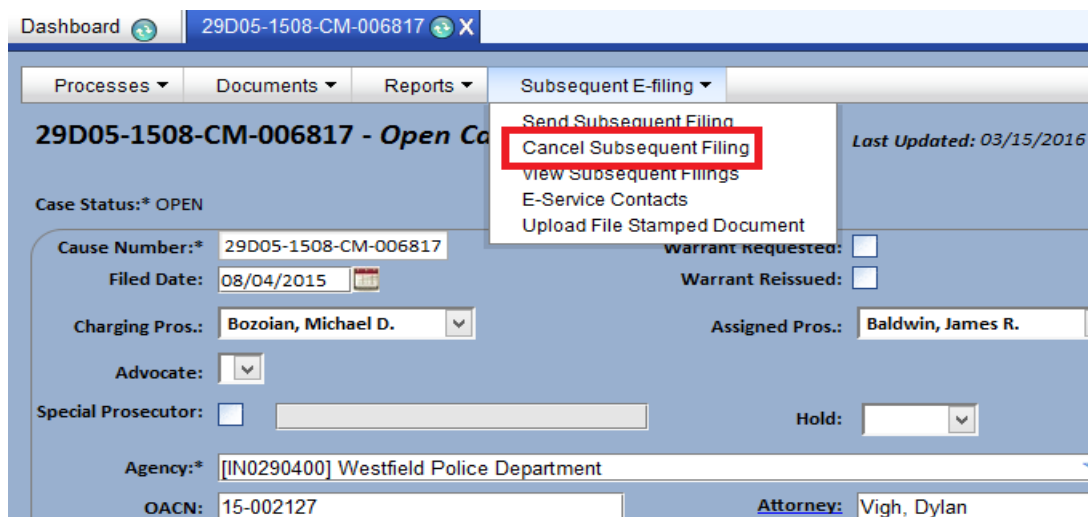


Once the documents have successfully been e-filed the following message will appear:



## Cancel Subsequent E-filing

A subsequent filing can be cancelled up until the point it is reviewed by the Clerk's Office. To cancel a subsequent filing, click on the "Subsequent E-Filing" button and choose "Cancel Subsequent Filing" from the drop down list.





A screen appears with all documents recently submitted.

**E-File Cancel Subsequent Document**

[Select all](#) / [Deselect all](#)

- ☐ November 20, 2015, 2:21 pm  
Test Motion - 2015-11-03
- ☐ December 3, 2015, 9:01 pm  
Test Motion - 2015-11-03
- ☐ January 5, 2016, 1:55 pm  
Motion - Transfer (Excessive Trial Length) - 2016-02-03 16:11:03
- ☐ January 11, 2016, 1:59 pm  
Motion - Transfer (Excessive Trial Length) - 2016-02-03 16:11:03
- ☐ February 10, 2016, 3:45 pm  
Motion - Transfer (Excessive Trial Length) - 2016-02-03 16:11:03
- ☐ March 24, 2016, 3:17 pm  
Information - 2015-08-03 14:10:58
- ☐ March 24, 2016, 4:00 pm  
Discovery New - 2015-08-10 15:34:09
- ☐ March 31, 2016, 11:20 am  
Appearance - 2016-03-15 09:09:47

**Submit Cancel Subsequent Filing Document** **Cancel**

Click the checkbox of the filing(s) that you wish to cancel and click the “Submit Cancel Subsequent Filing Document” button at the bottom of the screen. If the Clerk is not or has not reviewed the filing and the cancellation is successful, the following message will appear:

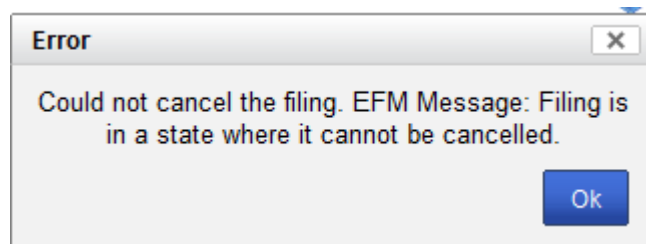
**Success**

The filings have been successfully cancelled on the EFM system.

**Ok**

The filing will be removed from “Cancel E-filing” screen.

If the clerk is in the process of reviewing the filing, the following message will appear:



The filing will remain on the "Cancel E-filing" screen until the Clerk is finished reviewing it and then it will disappear from the screen.

## View Subsequent E-filing

To view your subsequent filing and see the "status" it is in, click on the "Subsequent E-Filing" button and choose "View Subsequent Filings" from the drop down list.

A screenshot of a web-based case management system. The top navigation bar includes "Dashboard", "29D05-1508-CM-006817", and tabs for "Processes", "Documents", "Reports", and "Subsequent E-filing". The "Subsequent E-filing" dropdown menu is open, showing options: "Send Subsequent Filing", "Cancel Subsequent Filing", "View Subsequent Filings" (highlighted with a red box), "E-Service Contacts", and "Upload File Stamped Document". The main case details for "29D05-1508-CM-006817 - Open Case" are visible, including fields for Cause Number, Filed Date (08/04/2015), Charging Pros. (Bozoian, Michael D.), Advocate, Special Prosecutor, Agency (Westfield Police Department), OACN (15-002127), TCN (2910190865), Warrant Requested, Warrant Reissued, Assigned Pros. (Baldwin, James R.), Hold, Attorney (Vigh, Dylan), Attorney Type (Private Attorney), and Court Division. The last updated date is 03/15/2016 by prslnk.

The following screen appears:

**E-File View Subsequent Filings**

Status: Rejected    Test Motion - 2015-11-03  
filing has been rejected

Submitted: December 3, 2015, 9:01 pm

Status: Pending    Test Motion - 2015-11-03

Submitted: November 30, 2015, 10:36 am

Status: Accepted    Test Motion - 2015-11-03

[View E-Service Status](#)

OK

From here you can see the status of each submitted filing. Notice that the one at the bottom has a “View E-Service Status. If you click on that, the following appears:

**EFM E-Service Log**

Status	Name	Is Opened	Served Date	Opened Date
Sent	Ryan BCforward	true	11/30/2015 10:41 am	11/30/2015 10:46 am

OK

Here you can see who received e-service and when.

## “File Stamped Documents”

In the bottom right corner of the screen, the user that e-filed a document will receive a “Notification” window when the document has been accepted by the Court.



Clicking on the blue link will take you directly into the case. To remove the notification permanently, click on “Acknowledge” and it will be deleted from the system. To view the notification later, click “Dismiss” and the notification will be placed on your dashboard and can be reviewed at a later time. The notification will remain on the dashboard until you “Acknowledge” it.

File stamped documents that your office e-files will automatically be stored on your case under the “File Stamped Documents” tree node. To view a file stamped document, click on the plus (+) sign next to the tree node and then click on the document you wish to view. The Court’s “file stamp” will be in the top right corner of the document. [Note: Names and other information have been deleted from the example.]

Open | [Icons] | 1 / 1 | 94.8% | [Icons]

FILED: 12/11/2015 12:28:45 PM  
Tammy Baitz  
Clerk  
Hamilton County, Indiana  
Ryan Cage

APPEARANCE FOR (CRIMINAL)  
State of Indiana

CASE NUMBER: 29

1. NAME OF DEFENDANT(S):

2. CASE TYPE OF PROCEEDING: (SEE CAUSE NUMBER ABOVE)

3. PROSECUTING ATTORNEY INFORMATION:

D. LEE BUCKINGHAM, II	ATTORNEY NO. 16328-49
ONE HAMILTON COUNTY SQUARE	PHONE: (317) 776-8595
SUITE 134	FAX: (317) 776-8469
NOBLESVILLE, IN 46060-2230	COMPUTER ADDRESS: NONE

4. WILL THE STATE ACCEPT SERVICE BY FAX: NO

5. WILL THE STATE ACCEPT SERVICE ELECTRONICALLY AT AN EMAIL ADDRESS FROM OTHER PARTIES OR FROM THE COURT UNDER RULE 72(D): NO

6. ARREST REPORT NUMBER (ORIGINATING AGENCY CASE NUMBER):

7. TRANSACTION CONTROL NUMBER:  
STATE I.D. NUMBER:

8. ADDITIONAL INFORMATION REQUIRED BY STATE OR LOCAL RULES:

Authority: Pursuant to Criminal Rule 2.1(A), this form shall be filed at the time a criminal proceeding is commenced. In emergencies, the requested information shall be supplied when it becomes available. Parties shall advise the court of a change in information previously provided to the court. This format is approved by the Division of State Court Administration.

Arresting Officer:  
Arresting Agency: Westfield Police Department

## Upload File Stamped Document

Documents that are e-filed by, as an example, a defense attorney in a criminal case are not automatically uploaded to your criminal case in INPCMS. An email will be sent to the person within your office that you selected to receive e-mail notification for your case. The email will look one of two ways:



This message was automatically generated. Do not reply to this e-mail.

Envelope Number 2883 was submitted for eService in this case 29D03-1507-CC-005984, NextGear Capital, Inc. v. Garry Kuykendall.

Service Recipient Information: Ryan BCforward

[rdcage@inpcms.org](mailto:rdcage@inpcms.org)

Envelope type: Answer

Date Submitted: 4/8/2016 11:54:00 AM EDT

[View document](#)

If you need technical assistance, please call 1-800-297-5377. The link above will remain active for 30 days from the date of acceptance of the eFiling. If that link is not accessible, copy this URL into your browser address bar to view the document: <http://indiana-stage.tylerhost.net/ViewServiceDocuments.aspx?ADMIN=0&SID=0cb840f7-60a9-4402-866f-59b6b4e9e598>

Indiana eFiling Disclaimer: This is an official government communication. As the recipient, you are responsible for the lawful use of this information. This e-mail and any attachments are intended solely for the individual or agency to which they are addressed. They may be confidential and/or contain privileged or otherwise non-public information. Do not disseminate this e-mail and any attachments unless you are authorized to do so under applicable court rules or statutes. If you are not the intended recipient of this e-mail, do not copy, distribute, or take any action in reliance upon this e-mail or any attachments and delete this e-mail and any attachments immediately. If you received this e-mail in error, please notify us immediately at 1-800-297-5377. Thank you. Please consider the environment before printing this e-mail.

OR



Thu 8/25/2016 1:12 PM

[no-reply@tylerhost.net](mailto:no-reply@tylerhost.net)

Notification of Service for Case: 29D05-1508-CM-006817, State of Indianav.Mark Douglas Eley for filing Motion

o Stevens, Theresa

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

#### Action Items

Filing Details	
Case Number	29D05-1508-CM-006817
Case Style	State of Indianav.Mark Douglas Eley
Date/Time Submitted	8/25/2016 1:10:54 PM EDT
Filing Type	Motion
Filing Description	Discovery New
Filed By	State of Indiana
Service Contacts	Other Service Contacts not associated with a party on the case:
	Prosecutor EService 1 ( <a href="mailto:Theresa.Stevens@bcforward.com">Theresa.Stevens@bcforward.com</a> )
	Law Clerk ( <a href="mailto:pia7@hamiltoncounty.in.gov">pia7@hamiltoncounty.in.gov</a> )

#### Document Details

File Stamped Copy	<a href="#">View Stamped Document</a>
This link is active for 7 days.	

For technical assistance, contact your service provider



Service Provider: Tyler Technologies Odyssey File and Serve [Need Help?](#)  
Visit: <https://indiana-stage.tylerhost.net/contacts.htm>  
Email: [efiling.support@tylertech.com](mailto:efiling.support@tylertech.com)

Notice that there is a “View Document” link in both emails. That will open the file stamped document so that you can just view it. This will NOT save it to the tree in your case.

To save it to the tree from the first example email, right-click on the hyperlink and choose “Copy Hyperlink”.



**This message was automatically generated. Do not reply to this e-mail.**

Envelope Number 2883 was submitted for eService in this case 29D03-1507-CC-005984, NextGear Capital, Inc. v.Garry Kuykendall.

Service Recipient Information: Ryan BCforward

[rdcage@inpcms.org](mailto:rdcage@inpcms.org)

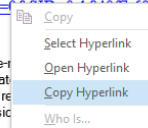
Envelope type: Answer

Date Submitted: 4/8/2016 11:54:00 AM EDT

[View document](#)

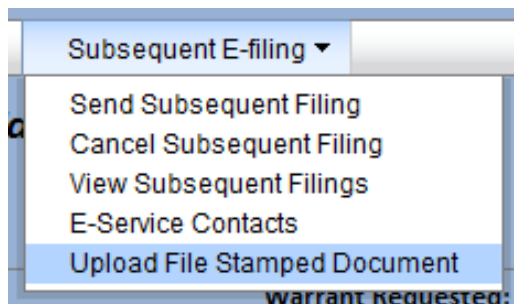
If you need technical assistance, please call 1-800-297-5377. The link above will remain active for 30 days from the date of acceptance of the eFiling. If that link is not accessible, copy this URL into your browser address bar to view the document: <http://indiana-stage.tylerhost.net/ViewServiceDocuments.aspx?ADMIN=9-4402-866f-59b6b4e9e598>

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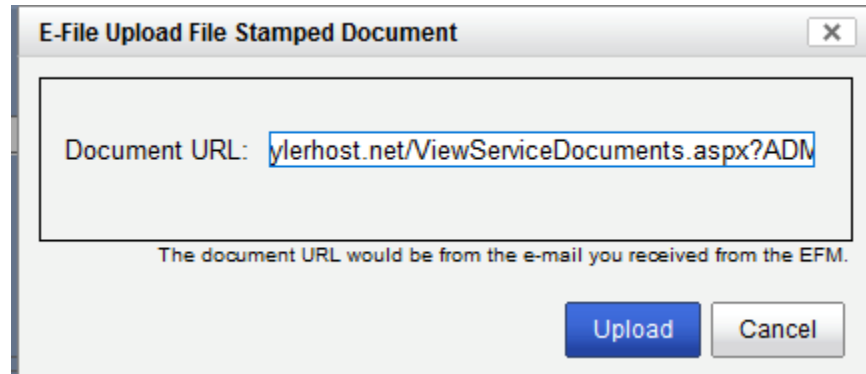


To save it to the tree from the second example email, right-click on the words “View Document” choose and “Copy Hyperlink”.

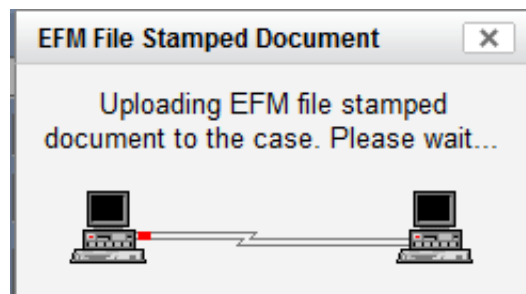
To save it to the tree, right-click on the hyperlink and choose “Copy Hyperlink”. From your case in INPCMS, go the “Subsequent E-Filing” button and select “Upload File Stamped Document” from the drop down list.



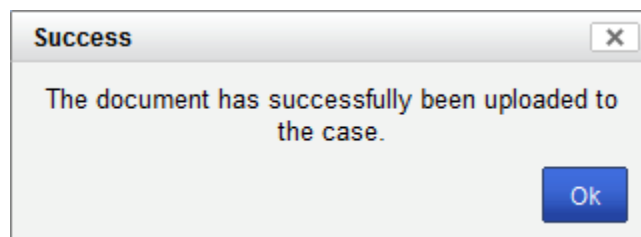
The following screen appears. Right click in field and “Paste” the hyperlink into the “Document URL” field and then click the “Upload” button.



A screen will appear showing you that the document is being uploaded.

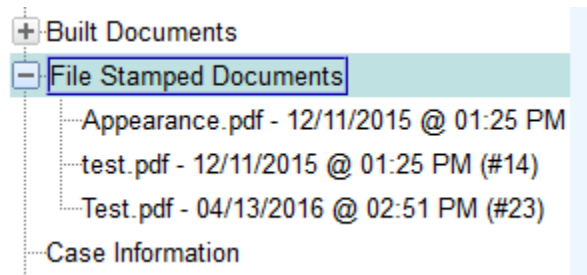


The computer will let you know when the document upload has completed.

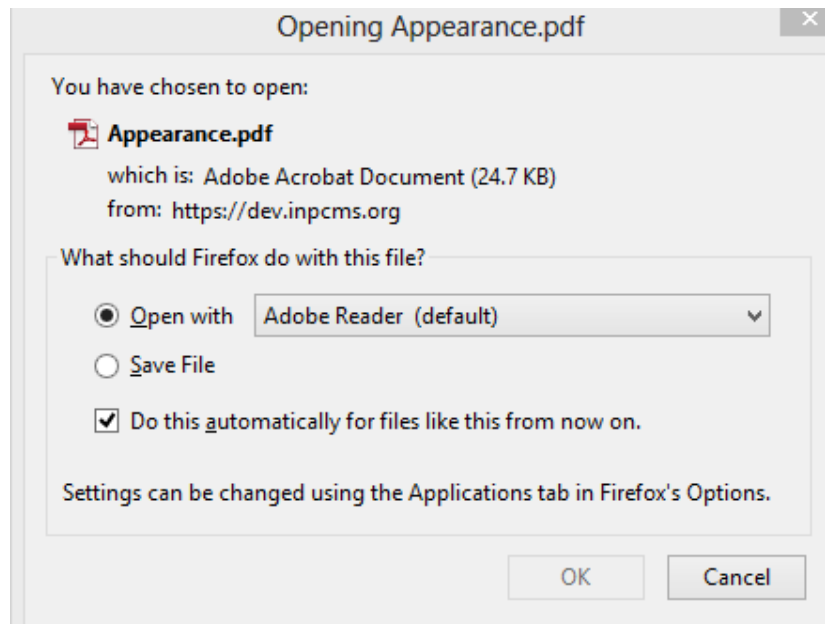


To find the document in INPCMS, bring up your case, and click on the plus (+) sign next to "File Stamped Documents" in the tree.





To view one of the file stamped documents, double click the name of the document in the tree.



Click OK and the document will open. The court's "file stamp" will be in the top right corner of the document. [Note: Names and other information have been deleted from the example.]

Open | [Icons] | 1 / 1 | 94.8% | [Icons]

APPEARANCE FOR (CRIMINAL)  
State of Indiana

Filed: 12/11/2015 12:28:45 PM  
Tammy Baltz  
Clerk  
Hamilton County, Indiana  
Ryan Cage

CASE NUMBER: 29

1. NAME OF DEFENDANT(S):

2. CASE TYPE OF PROCEEDING: (SEE CAUSE NUMBER ABOVE)

3. PROSECUTING ATTORNEY INFORMATION:

D. LEE BUCKINGHAM, II	ATTORNEY NO. 16328-49
ONE HAMILTON COUNTY SQUARE	PHONE: (317) 776-8595
SUITE 134	FAX: (317) 776-8469
NOBLESVILLE, IN 46060-2230	COMPUTER ADDRESS: NONE

4. WILL THE STATE ACCEPT SERVICE BY FAX: NO

5. WILL THE STATE ACCEPT SERVICE ELECTRONICALLY AT AN EMAIL ADDRESS FROM OTHER PARTIES OR FROM THE COURT UNDER RULE 72(D): NO

6. ARREST REPORT NUMBER (ORIGINATING AGENCY CASE NUMBER):

7. TRANSACTION CONTROL NUMBER:  
STATE I.D. NUMBER:

8. ADDITIONAL INFORMATION REQUIRED BY STATE OR LOCAL RULES:

Authority: Pursuant to Criminal Rule 2.1(A), this form shall be filed at the time a criminal proceeding is commenced. In emergencies, the requested information shall be supplied when it becomes available. Parties shall advise the court of a change in information previously provided to the court. This format is approved by the Division of State Court Administration.

Arresting Officer:  
Arresting Agency: Westfield Police Department

## Acknowledgement

Andre Miksha, Chief Deputy for the Hamilton County Prosecutor's Office for allowing us to use some of his documentation comments.

Indiana Courts Webpage